

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: January 8th, 2009 - January 22, 2009**

Announcement Number: 09-FCIP-004

Job Title, Series, Grade: Program Specialist, GS-0301-07, PD# 07Z419

Salary Range: GS-07 step 1: \$42,352.00

Promotion Potential: GS-11 (Currently, \$62,678)

Work Schedule: Full-Time

Duty Location: Los Angeles, CA

Who May Be Considered: US Citizens

Duties: This position is located in the Los Angeles Field Office of the Food and Nutrition Service, Western Region. The incumbent in this position monitors the compliance of retail grocers redeeming electronic benefits through the Supplemental Nutrition Assistance Program (SNAP), formerly called the Food Stamp Program, performs data analyses to substantiate alleged or suspected instances of violations of the SNAP regulations, and determines appropriate adverse action against retailers suspected of integrity violations.

Eligibility Requirements: Applicants must be U.S. Citizens.

Qualification Requirements:

Specialized Experience:

Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes performing portions of projects or studies related to social service, agriculture, or education programs and preparing written documents associated with those projects or studies.

OR

Education: Qualifying education can be based on meeting one of the following criteria:

1 full year of graduate level education in a program that demonstrates the knowledge, skills, and abilities necessary to do the work.

Or

Superior Academic Achievement: In order to qualify based on SAA, you must meet one of the following:

1. *Class standing* -- Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. *Grade-point average (G.P.A.)* -- Applicants must have a grade-point average of:
 - a. **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on the official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - b. **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
3. *Election to membership in a national scholastic honor society.*

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSABLE.

How to Apply: Submit the following materials, **no later than the closing date**, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm>)
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy identification number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience, specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**
3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along with the required

documentation listed on the back of the form. (For more information on Veterans' programs, please see the [Vets Info Guide](#))

4. The following materials are recommended: A copy of a college transcript or a list of college courses.

Application packages must be submitted **by the closing date**, via email or fax, to the following contact (mailed applications will not be accepted):

Douglas Schott – HR Specialist
Fax: 304-480-8358
Email: Douglas.Schott@bpd.treas.gov

For Questions:

Douglas Schott
304-480-8327

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.